

## **HOUSING SPECIALIST**

A Housing Specialist develops a wide array of housing opportunities to meet the needs of consumers at various stages along the continuum of recovery, by working with landlords to identify and increase housing opportunities for people with mental health disabilities. Housing specialists additionally provide housing advocacy and housing location assistance to individuals and families that are homeless and individuals that want to move from their current location such as an Adult Residential Facility, Sober Living Home or other community setting to another, often more independent setting.

### **ESSENTIAL DUTIES:**

- ❖ Outreach to property owners and managers in order to provide educate about mental health thereby reducing the stigma associated with mental illness and increasing the availability of housing opportunities in the fair market
- ❖ Develop housing resource lists for designated service area
- ❖ Avert possible evictions by maintaining professional relationships with property owners and managers and promptly addressing their concerns
- ❖ Educate individuals about available housing resources and assistance
- ❖ Assist individuals in completing applications for rental subsidies such as Section 8 and Shelter Plus Care, housing programs or private rental agreements
- ❖ Assist in the housing search process including but not limited to accompanying and assisting individuals with housing searches, identifying potential shared housing opportunities as preferred or necessary (because of financial constraints)
- ❖ Assist individuals to prepare for interviews with managers and property owners
- ❖ Provide referrals to appropriate housing resources
- ❖ Educate clients about tenant's rights and responsibilities and advocate for clients with landlords when tenant's rights have been violated.
- ❖ Liaison among clients, case managers, jail linkage specialists, the systems navigation team, peer bridgers, LAHSA, property owners and managers
- ❖ Advocate and negotiate for clients with poor credit and poor housing histories (i.e. evictions or lack of housing tenancy)
- ❖ Work closely with case managers to assist with housing retention efforts and facilitate communication among the involved parties

### **Qualifications:**

- ❖ Strong communication, relational and negotiation skills
- ❖ Knowledge of the local community
- ❖ Working knowledge of housing law
- ❖ Highly energetic, capable of educating and promoting the recovery model amongst all community stakeholders
- ❖ Ability to assess properties
- ❖ Creativity in finding and developing housing options for people which provides the greatest chances of success
- ❖ Ability to multi-task
- ❖ Ability to work both independently and within a team